




Town Administrator's Office

343 Highland Road, Tiverton, Rhode Island 02878 (401) 625-6710

Memorandum

Date: March 22, 2016

To: Tiverton Town Council

From: Matt Wojcik 

RE: Salary recommendation and fiscal impact statement – Code Enforcement Official

After considering performance, salary comparison with other communities, and the outlook for work load over the coming year and beyond, I recommend an increase in the Code Enforcement Official's salary from the current contract rate of \$65,000 per year to \$ 67,000 per year effective April 1, 2016. The proposed increase is based upon a salary target and represents just slightly less than 3.1% over the first contract year.

It is not my intent – nor do I believe the Town of Tiverton can afford to take the position – to compete on the basis of salary alone for certified building officials with the required knowledge of zoning. Even after the recommended increase, Tiverton's Code Enforcement official will rank in the lower half of building officials; according to the 2015 RI municipal wage survey (see <http://www.municipalfinance.ri.gov/documents/resources/Salary%20Survey%202015.pdf>).

Rather, I believe we should set the salary at a level we believe will reinforce our relationship with a department head whose skill set and experience are increasingly scarce at a time when we require a highly qualified person in the job given the enforcement and development issues facing the community. It took over a year of recruiting effort to arrive at a suitable hire for this position. In the intervening time, we struggled to address a number of zoning and building code violations and a high inspection workload with part time or temporary staff that did not demonstrate the level of availability, initiative or enforcement ability needed.

The Town expects the Code Enforcement Official to take on additional staff and put extra effort into the organization of his department over the coming 12 months. At the end of the analysis, as supervisor he will be ultimately responsible for publishing guides for residents seeking to navigate building and zoning code issues. He will also be held accountable for consistent enforcement, clear communication and catching up on years of records management issues. These expectations are in addition to plan review, permit issuance and inspection workloads that reflect an increase in activity over past years (both as a result of enhanced enforcement effort and real estate investment trends).

Therefore, I believe a round \$2,000 salary increase is merited. The fiscal impact of this change is best understood as an unbudgeted increase in this current fiscal year – but a budgeted increase factored into the FY 2017 expenditure forecast for the last nine months of the contract year for this employee. The math is as follows:

For the period April 1 – June 30, 2016:

- Salary: increase of \$38.46 per week for 12 weeks = \$462
- FICA: resulting increase over budget for this position = \$35
- ER MERS contribution increase, ER rate of 2.82%: \$13
- ER TIAA/CREF @ 1%: \$5
- Total increase for FY 2016 = \$ 515

For the period July 1, 2016 to March 31, 2017 (increase is included in current budget proposal):

- Salary: increase of \$38.46 per week for 40 weeks = \$1,538
- FICA: \$117
- ER MERS contribution @ 2.82%: \$43
- ER TIAA/CREF @ 1%: \$15
- Total fiscal impact of salary increase as proposed in budget for last 9 months of contract year: \$1,713

TOTAL fiscal impact for salary increase as proposed: \$2,228

MEMORANDUM OF AGREEMENT

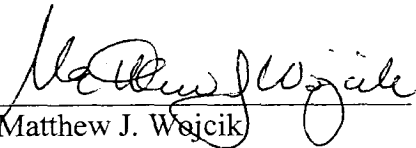
EMPLOYMENT CONTRACT APRIL 1, 2016 TO MARCH 31, 2017

Neil Hall and the Town of Tiverton, Rhode Island, agree to the following modification to the April 1, 2015 through March 31, 2018 Employment Contract as amended thereto. This modification is effective as of March 31, 2016.

The contractual modification is as follows:

Section 3. SALARY is hereby amended from \$65,000 to \$67,000 effective March 31, 2016 for year two of the contract.

Town of Tiverton

By: 
Matthew J. Wojcik
Town Administrator

Employee

By:


Neil Hall